315 Bradley Street Carrollton, Georgia 30117

City Hall (770) 830-2000



P.O. Box 1949 Carrollton, Georgia 30112

Fax (770) 830-2026

## **PURCHASE REQUEST**

Purchase Request by:	
Department:	Date:
City Purchase Order Number:	
Item Name:	
Description and other information:	
Include all information needed to purchase this equipment i.e. company, price, location, date needed etc.	
Request Received By:	
Completed By:	Date: